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# MONTANA BUSINESS LICENSING CENTER HANDBOOK PLEASE RETURN

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MONTANA DEPARTMENT OF COMMERCE  
1424 NINTH AVENUE  
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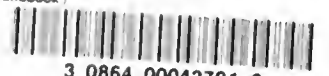
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# **HANDBOOK**

## **MONTANA BUSINESS LICENSING CENTER**

DEPARTMENT OF COMMERCE  
1424 – 9TH AVENUE  
HELENA, MONTANA 59620

CENTER PHONE: (406) 449-3757  
JOHN MALONEY  
COORDINATOR

RESEARCH AND HANDBOOK  
COMPILED BY CATHY E. FULLER





# DEPARTMENT OF COMMERCE



TED SCHWINDEN GOVERNOR

1424 9TH AVENUE  
CAPITOL STATION

## STATE OF MONTANA

HELENA, MONTANA 59620

March, 1982

Dear Friend:

The Montana Small Business Licensing Coordination Act was enacted in 1981 to encourage the growth of small business in Montana. The intent of this law is to streamline and minimize the government and business costs associated with state licensing procedures.

The Montana Business Licensing Center is responsible for developing and distributing information concerning state licensing requirements and for providing assistance to facilitate compliance with these requirements.

This handbook, a compilation of the permits and licenses required for various businesses, will provide business people with the licensing information they need to open a business in Montana.

I invite your comments and suggestions on how your business needs can be better served by the Department of Commerce.

Sincerely,

Gary Buchanan  
DIRECTOR



## PREFACE

The small businessman has witnessed a proliferation of licensing requirements in recent years. An enterprise that required one license a decade ago could easily require a half dozen or more today. A number of agencies, at all levels of government, issue licenses for various types of businesses. Each license represents a response to a legitimate problem.

At the same time, we are witnessing growing dissatisfaction with the complexity of government procedures associated with these licensing programs. The Montana Business Licensing Center was established to eliminate some of the problems faced by business people attempting to comply with state regulations.

This handbook is a compilation of state licenses and permits required by law, combined with the state agency that issues each. Most required application information for licenses listed herein can be obtained from the Business Licensing Center of the Department of Commerce as well as from the issuing agency.

Every effort has been made to be accurate and comprehensive. However, this is not a legal document and should not be relied on exclusively to determine legal responsibilities.

The Department of Commerce would like to express its thanks to all government agencies that assisted in the compilation of the information contained in this handbook. We encourage comments, criticisms and suggestions on the format and extent of the information. As ideas are received, they can be incorporated into future editions.

MARCH 1982

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DEPARTMENT OF ADMINISTRATION

**BUILDING CODES DIVISION**

1218 East 6th Avenue  
Helena, Montana 59620

(406) 449-3933

**LICENSE:** ELECTRIC PERMIT\*  
BUILDING PERMIT\*  
MECHANICAL PERMIT\*  
PLUMBING PERMIT\*  
PASSENGER ELEVATOR ANNUAL OPERATING CERTIFICATE\*\*

**COST:** Variable

**CODE/ARM:** MCA Title 50, Chap. 60; ARM Chap. 32

\* These permits are required for new construction and remodeling work.

\*\* New passenger elevators also require a construction permit.

**ARCHITECTURE & ENGINEERING DIVISION**

1500 East 6th Avenue  
Helena, Montana 59620

(406) 449-3104

**LICENSE:** CERTIFICATE TO OPERATE TRAMWAY

**COST:** Aerial Passenger Tramway \$100.00 each  
Ski Mobiles or Chairlifts 50.00 each  
J-Bar, T-Bar, Platter Pull 25.00 each  
Rope or Wire Tow 15.00 each

**LICENSE:** CERTIFICATE OF REGISTERED TRAMWAY ENGINEER

**COST:** Application - \$10.00; Renewal - \$5.00

**CODE/ARM:** MCA Title 23, Chap. 2; ARM Title 2, Chap. 31

DEPARTMENT OF COMMERCE

**CONSUMER AFFAIRS UNIT**

1424 9th Avenue  
Helena, Montana 59620

(406) 449-3163

**LICENSE:** PROPRIETARY SCHOOL LICENSE

**COST:** \$50.00; Renewal - \$25.00  
\$10,000 Surety Bond required

**CODE/ARM:** MCA Title 20, Chap. 30; ARM Title 8, Chap. 2

**LICENSE:** PROPRIETARY SCHOOL AGENT PERMIT

**COST:** \$25.00; Renewal - \$10.00  
\$1,000.00 Surety Bond required

**CODE/ARM:** MCA Title 20, Chap. 30; ARM Title 8, Chap. 3

**MILK CONTROL BUREAU**

1424 9th Avenue  
Helena, Montana 59620

(406) 449-3163

**LICENSE:** PRODUCER, PRODUCER-DISTRIBUTOR, DISTRIBUTOR AND  
JOBBER LICENSE

**COST:** \$2.00 each annually

**CODE/ARM:** MCA Title 81, Chap. 23

**FINANCIAL INSTITUTIONS**

1424 9th Avenue  
Helena, Montana 59620

(406) 449 3163

**LICENSE: CONSUMER LOAN LICENSE**  
**COST:** \$175.00; Renewal \$125.00  
**CODE ARM:** MCA Title 32, Chap. 5

**LICENSE: CONSUMER LOAN SUPPLEMENTARY LICENSE**  
**COST:** \$75.00 annually  
**CODE/ARM:** MCA Title 32, Chap. 5

**LICENSE: SALES FINANCE COMPANY LICENSE**  
**COST:** \$100.00 annually  
**CODE/ARM:** MCA Title 31, Chap. 1

**BUREAU OF WEIGHTS AND MEASURES**

1424 9th Avenue  
Helena, Montana 59620

(406) 449-3163

**LICENSE: PETROLEUM DEALER'S LICENSE**  
**COST:** Variable  
**CODE/ARM:** MCA Title 52, Chap. 15

**LICENSE: WEIGHING DEVICE LICENSE**  
**COST:** Variable  
**CODE/ARM:** MCA Title 30, Chap. 12

**DEPARTMENT OF FISH, WILDLIFE AND PARKS**

**LAW ENFORCEMENT DIVISION**

1420 East 6th Avenue  
Helena, Montana 59620

(406) 449-2452

**LICENSE: OUTFITTER LICENSE**  
**COST:** Resident \$50.00; Non-resident \$150.00  
**CODE/ARM:** MCA Title 87, Chap. 4; ARM Title 12, Chap. 6

**LICENSE: PROFESSIONAL GUIDE LICENSE**  
**COST:** Resident \$15.00; Non-resident \$100.00  
**CODE/ARM:** MCA Title 87, Chap. 4; ARM Title 12, Chap. 6

**LICENSE: TAXIDERMIST LICENSE**  
**COST:** \$15.00  
**CODE/ARM:** MCA Title 87, Chap. 4, ARM None

**LICENSE: FUR DEALER LICENSE**  
**COST:** Resident \$10.00, Non resident \$50.00, Fur Dealer Agent \$10.00  
**CODE/ARM:** MCA Title 87, Chap. 4

**LICENSE:** GAME FARM PERMIT  
**COST:** No Charge  
**CODE/ARM:** MCA Title 87, Chap. 4

**LICENSE:** SHOOTING PRESERVES LICENSE  
**COST:** \$50.00 for first 160 acres, plus \$20.00 for each additional 160 acres  
**CODE/ARM:** MCA Title 87, Chap. 4

**LICENSE:** COMMERCIAL MINNOW SEINING LICENSE  
**COST:** \$10.00  
**CODE/ARM:** MCA Title 87, Chaps. 3 and 4; ARM Title 12, Chap. 7

**LICENSE:** PRIVATE FISH POND LICENSE  
**COST:** No Charge (Corporate Surety Bond of \$500.00 required)  
**CODE/ARM:** MCA Title 87, Chap. 4

**LICENSE:** ROADSIDE ZOO OR MENAGERIE PERMIT  
**COST:** \$10.00 - 5 animals or less; \$25.00 more than 5 animals  
**CODE/ARM:** MCA Title 87, Chap. 4; ARM Title 12, Chap. 6

**FISHERIES DIVISION**

1420 East 6th Avenue  
Helena, Montana 59620 (406) 449-2449

**LICENSE:** COMMERCIAL FISHING PERMIT  
**COST:** Class A - \$500.00; Class B - \$200.00; Class X - No Fee  
**CODE/ARM:** MCA Title 87, Chaps. 3 and 4; ARM Title 12, Chap. 7

**DEPARTMENT OF HEALTH AND ENVIRONMENTAL SCIENCES**

**ENVIRONMENTAL SCIENCES DIVISION**

**FOOD AND CONSUMER SAFETY BUREAU**

Cogswell Building  
Helena, Montana 59620 (406) 449-2408

**LICENSE:** FOOD PURVEYOR LICENSE  
**COST:** \$20.00 Annually  
**CODE/ARM:** MCA Title 50, Chap. 50; ARM Title 16, Chap. 10

**LICENSE:** PUBLIC ACCOMODATION LICENSE  
**COST:** \$20.00 Annually  
**CODE/ARM:** MCA Title 50, Chap. 51; ARM Title 16, Chap. 10

**LICENSE:** TOURIST CAMPGROUND AND/OR TRAILER COURT LICENSE  
**COST:** \$20.00 Annually  
**CODE/ARM:** MCA Title 50, Chap. 52; ARM Title 16, Chap. 10

LICENSE: SWIMMING POOL OR AREA APPROVAL  
COST: None  
CODE ARM: MCA Title 50, Chap. 53, ARM Title 16, Chap. 10

**SUBDIVISION BUREAU**

Cogswell Building  
Helena, Montana 59620 (406) 449-3946

LICENSE: SUBDIVISION CERTIFICATE OR APPROVAL  
COST: Maximum of \$30.00 per lot, trailer space or condominium living unit  
CODE ARM: MCA Title 76, Chap. 4, ARM Title 16, Chap. 16

**HEALTH SERVICES DIVISION**

**HEALTH SERVICES DIVISION**

Cogswell Building  
Helena, Montana 59620 (406) 449-2554

LICENSE: DAY CARE CENTER CERTIFICATE OF APPROVAL  
COST: Fees established and collected by Local Health Departments  
CODE ARM: MCA Title 53, Chap. 4; ARM Title 16, Chap. 24

**MATERNAL AND CHILD HEALTH SERVICES BUREAU**

Cogswell Building  
Helena, Montana 59620 (406) 449-2554

LICENSE: APPROVAL TO DO METABOLIC TESTS ON NEWBORNS  
COST: None  
CODE/ARM: MCA Title 50, Chap. 19; ARM Title 16, Chap. 24

**HEALTH AND MEDICAL FACILITIES DIVISION**

**EMERGENCY MEDICAL SERVICES BUREAU**

Cogswell Building  
Helena, Montana 59620 (406) 449-3895

LICENSE: AMBULANCE SERVICE LICENSE  
COST: \$5.00 Annually  
CODE/ARM: MCA Title 50, Chap. 6; ARM Title 16, Chap. 30

**FACILITIES LICENSING AND CERTIFICATION BUREAU**

Cogswell Building  
Helena, Montana 59620 (406) 449-2037

LICENSE: MENTAL HEALTH AND MENTAL RETARDATION INSTITUTIONS LICENSE  
COST: 20 beds or less \$20.00  
21 beds or more \$1.00 per bed  
CODE ARM: MCA Title 50, Chap. 5, ARM Title 16, Chap. 32



**LICENSE:** HOSPITAL LICENSE  
**COST:** 20 beds or less \$20.00  
21 beds or more \$1.00 per bed \*  
**CODE/ARM:** MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

**LICENSE:** HOSPITAL RELATED FACILITY LICENSE  
**COST:** 20 beds or less \$20.00  
21 beds or more \$1.00 per bed  
**CODE/ARM:** MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

**HEALTH PLANNING AND RESOURCE BUREAU**

Cogswell Building  
Helena, Montana 59620 (406) 449-3121

**LICENSE:** CERTIFICATE OF NEED\*  
**COST:** None  
**CODE/ARM:** MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

\* Required prior to receiving Health Care Facility License.

**LABORATORY DIVISION**

**MICROBIOLOGY LABORATORY BUREAU**

Cogswell Building  
Helena, Montana 59620 (406) 449-2642

**LICENSE:** APPROVAL TO DO PRE-MARITAL SEROLOGICAL TESTS  
**COST:** None  
**CODE/ARM:** MCA Title 40, Chap. 1; ARM Title 16, Chap. 38

**LICENSE:** APPROVAL TO DO PRE-NATAL SEROLOGICAL TESTS  
**COST:** None  
**CODE/ARM:** MCA Title 50, Chap. 19; ARM Title 16, Chap. 38

**DEPARTMENT OF HIGHWAYS**

**GROSS VEHICLE WEIGHT DIVISION**

2701 Prospect  
Helena, Montana 59620 (406) 449-2476

**LICENSE:** TEMPORARY TRIP PERMIT – GVW FORM 32\*  
**COST:** \$10.00 - \$20.00 Based on Mileage  
**CODE/ARM:** MCA Title 61, Chap. 10; ARM Title 8, Chap. 8

\* Issued to Non-residents in lieu of regular license.

**LICENSE:** TEMPORARY SPECIAL FUEL LICENSE – GVW FORM 32\*  
**COST:** \$30.00  
**CODE/ARM:** MCA Title 15, Chaps. 70-71; ARM Title 18, Chap. 8

\* Issued to residents and Non-residents in lieu of regular license through Dept. of Revenue

**LICENSE:** GROSS VEHICLE WEIGHT FEES RECEIPT - GVW FORM 3  
**COST:** Variable  
**CODE/ARM:** MCA Title 61, Chaps. 3 and 10 ARM Title 18, Chap. 8

**LICENSE:** LIQUIFIED PETROLEUM GAS LICENSE - GVW FORM 13  
**COST:** \$15.00 \$1,000.00  
**CODE/ARM:** MCA Title 15, Chap. 71

**LICENSE:** RESTRICTED ROUTE - LOAD PERMITS - GVW FORM 32\*  
**COST:** \$20.00 Trip; \$100.00 Term  
**CODE/ARM:** MCA Title 61, Chap. 10, ARM Title 18, Chap. 8

\* Issued for Vehicles hauling in excess of 80,000 pounds

**LICENSE:** APPLICATION AND SPECIAL PERMIT - GVW FORM 32\*  
**COST:** \$10.00 \$75.00, plus weight mileage fees or \$10.00 - \$50.00  
**CODE/ARM:** MCA Title 61, Chap. 10; ARM Title 18, Chap. 8

\* Issued for oversize and/or overweight vehicles and loads.

**LICENSE:** PROPORTIONAL LICENSING - APPORTIONMENT\*  
**COST:** Percentage of miles traveled in Montana  
**CODE/ARM:** MCA Title 61, Chaps. 3 and 10, ARM Title 18, Chap. 8

\* For licensing of Interstate Commercial Vehicles

## DEPARTMENT OF INSTITUTIONS

### ALCOHOL AND DRUG ABUSE DIVISION

1539 11th Avenue  
 Helena, Montana 59620 (406) 449-2827

**LICENSE:** APPROVAL OF ALCOHOL TREATMENT SERVICES  
**COST:** None  
**CODE/ARM:** MCA Title 53, Chap. 24

## DEPARTMENT OF JUSTICE

### MOTOR VEHICLE DIVISION

Registrar's Bureau  
 925 Main  
 Deer Lodge 59722 (406) 846 1424

**LICENSE:** NEW CAR DEALERS' LICENSES  
**COST:** \$25.00 per set of dealer plates  
 \$5.00 bonding/filing fee  
**CODE/ARM:** MCA Title 61, Chap. 4

Application must be renewed annually and accompanied by a \$5,000.00 performance bond. Must maintain on file with Registrar's Bureau a copy of current certified sales or franchise agreement.

**LICENSE: MANUFACTURERS, DISTRIBUTORS AND IMPORTERS LICENSE**  
**COST:** \$15.00 Annually / Renewal in June of each year  
**CODE/ARM:** MCA Title 61, Chap. 4

**LICENSE: MOTORCYCLE DEALERS' LICENSES**  
**COST:** \$45.00 License Fee  
\$5.00 Bonding/Filing Fee  
\$3.00 Per Plate  
**CODE/ARM:** MCA Title 61, Chap. 4

Application must be renewed annually and accompanied by a \$5,000.00 Performance Bond. Must maintain on file with Registrar's Bureau a copy of current certified sales or franchise agreement.

**LICENSE: TRAILER DEALERS' LICENSES**  
**COST:** \$45.00 License Fee  
\$5.00 Bonding/Filing Fee  
\$3.00 Per Plate  
**CODE/ARM:** MCA Title 61, Chap. 4

Application must be renewed annually and accompanied by a \$5,000.00 Performance Bond.

**LICENSE: RECREATIONAL VEHICLE DEALERS' LICENSE**  
**COST:** \$25.00 per set of dealer plates  
\$5.00 Bonding/Filing Fee  
**CODE/ARM:** MCA Title 61, Chap. 4

Application must be renewed annually and accompanied by a \$5,000.00 Performance Bond. Must maintain on file with Registrar's Bureau a copy of current certified sales or franchise agreement.

**LICENSE: USED CAR DEALER'S LICENSE**  
**COST:** \$300.00 Initial fee for first year  
\$25.00 per set of dealer plates  
\$5.00 Bond/Filing Fee  
**CODE/ARM:** MCA Title 61, Chap. 4

Application must be renewed annually and accompanied by a \$5,000.00 Performance Bond. Used car dealer must sell more than five (5) cars per year in order to maintain dealer's license.

## DEPARTMENT OF LABOR AND INDUSTRY

### WORKERS' COMPENSATION DIVISION

510 Logan  
Helena, Montana 59620 (406) 449-3402

**LICENSE: BOILER ENGINEERS LICENSE**  
**COST:** Low Pressure \$8.00 / Renewal \$4.00  
Third Class \$12.00 / Renewal \$4.00  
Second Class \$20.00 / Renewal \$4.00  
First Class \$30.00 / Renewal \$4.00  
**CODE/ARM:** MCA Title 50, Chap. 74; ARM Title 24, Chap. 30

**LICENSE:** HOISTING ENGINEERS LICENSE  
**COST:** Second Class \$20.00 Renewal \$4.00  
First Class \$30.00 Renewal \$4.00  
Annual Renewal must have current Physical Form signed by  
a medical doctor.  
**CODE ARM:** MCA Title 50, Chap. 76, ARM Title 24, Chap. 30

**LICENSE:** CRANE AND HOISTING LICENSE  
**COST:** First Class \$30.00 Renewal \$4.00  
Second Class \$20.00 Renewal \$4.00  
Third Class \$12.00 Renewal \$4.00  
First and Second Class require an Annual Physical Form signed  
by a medical doctor. Third Class does not need annual  
physical.  
**CODE ARM:** MCA Title 50, Chap. 76; ARM Title 24, Chap. 30

**LICENSE:** TRACTION LICENSE  
**COST:** \$12.00 + Renewal \$4.00  
**CODE ARM:** MCA Title 50, Chap. 76, ARM Title 24, Chap. 30

#### **LABOR STANDARDS DIVISION**

35 S. Last Chance Gulch  
Helena, Montana 59601 (406) 449 5600

**LICENSE:** PRIVATE EMPLOYMENT AGENCY LICENSE  
**COST:** \$100.00 Plus \$2,000.00 Bond required  
**CODE/ARM:** MCA Title 39, Chap. 5, ARM Title 24, Chap. 19

License application should include a copy of the Contract which the agency uses when placing a client.

*PLEASE NOTE:* It will also be necessary to register for Workers' Compensation and Unemployment Insurance with the Department of Labor and Industry if more than one employee is hired in any small business.

### **DEPARTMENT OF LIVESTOCK**

#### **STATE VETERINARIAN**

Scott Hart Building  
301 Roberts  
Helena, Montana 59620 (406) 449 2043

**LICENSE:** GARBAGE FEEDERS LICENSE (TO SWINE)  
**COST:** \$5.00 Annually  
**CODE/ARM:** MCA Title 81, Chap. 2, ARM Title 32 Chap. 6

Must comply with specific cooking of garbage requirements

**LICENSE:** PERMISSION FOR SALE OR DISTRIBUTION OF  
ANIMAL TUBERCULIN  
**COST:** None  
**CODE/ARM:** MCA Title 81, Chap. 2

Department must be notified of destination

**LICENSE:** MONTANA QUALITY LABEL  
**COST:** Provided at Department set price  
**CODE/ARM:** MCA Title 81, Chap. 8

Must comply with Departmental inspection and quality requirements.

**LICENSE:** BUTCHERS LICENSE  
**COST:** \$5.00 Annually for each establishment  
**CODE/ARM:** MCA Title 81, Chap. 9

**LICENSE:** MEAT PEDDLERS LICENSE  
**COST:** \$100.00 Annually  
**CODE/ARM:** MCA Title 81, Chap. 9

Meat Peddler does not maintain a licensed slaughterhouse or meat market.

**LICENSE:** SLAUGHTERHOUSE LICENSE  
**COST:** \$1.00 annually  
**CODE/ARM:** MCA Title 81, Chap. 9; ARM Title 32, Chap. 6

Must comply with Departmental sanitary requirements.

**LICENSE:** RENDERING OR DISPOSAL PLANT LICENSE  
**COST:** \$5.00 Annually  
**CODE/ARM:** MCA Title 81, Chap. 9

Must comply with Departmental sanitary requirements.

**LICENSE:** POULTRY SLAUGHTERHOUSE LICENSE  
POULTRY MEAT PACKINGHOUSE LICENSE  
POULTRY MEAT DEPOT LICENSE  
**COST:** None  
**CODE/ARM:** MCA Title 81, Chap. 20; ARM Title 32, Chap. 6

Slaughterhouse means place where poultry are butchered. Meat Packinghouse means place where poultry are prepared and/or processed. Meat Depot means place where poultry products are stored.

**LICENSE:** EGG DEALERS LICENSE  
**COST:** \$5.00 Annually  
**CODE/ARM:** MCA Title 81, Chap. 20

Applies to those selling more than 25 cases per month.

**LICENSE:** EGG GRADERS LICENSE  
**COST:** \$5.00 Annually  
**CODE/ARM:** MCA Title 81, Chap. 20; ARM Title 32, Chap. 12

Egg Grader determines by candeling quality and size of eggs.

**LICENSE:** FLUID MILK PLANT LICENSE  
**COST:** \$50.00 Annually  
**CODE/ARM:** MCA Title 81, Chap. 21

Fluid milk plant is a place where milk or cream is purchased or collected and prepared in liquid form for distribution to consumers.

**LICENSE:** DAIRY FARMER LICENSE  
**COST:** \$5.00 Annually  
**CODE ARM:** MCA Title 81, Chap. 21

A dairy is a place selling milk or cream for public consumption in the form in which it was originally produced.

**LICENSE:** CONDENSED, EVAPORATED, OR POWERED MILK  
FACTORY LICENSE

**COST:** \$50.00 Annually  
**CODE/ARM:** MCA Title 81, Chap. 21

**LICENSE:** MANUFACTURED DAIRY PRODUCTS PLANT LICENSE

**COST:** \$50.00 Annually  
**CODE/ARM:** MCA Title 81, Chap. 22; ARM Title 32, Chap. 9

Applies to non-fluid dairy products, i.e., cheese, ice cream, butter.

**LICENSE:** CREAM STATION LICENSE

**COST:** \$5.00 Annually  
**CODE/ARM:** MCA Title 81, Chap. 22

**LICENSE:** MANUFACTURED DAIRY PRODUCTS LICENSE

**COST:** \$5.00 Annually  
**CODE ARM:** MCA Title 81, Chap. 22; ARM Title 32, Chap. 9

Not required if dairy licensed under MCA Title 81, Chap. 21

**LICENSE:** GRADER-WEIGHER-SAMPLER AND HAULER LICENSE

**COST:** \$5.00 Annually  
**CODE/ARM:** MCA Title 81, Chap. 22; ARM Title 32, Chap. 10

Required for grading, weighing, sampling or hauling dairy products.

**LICENSE:** MILK AND CREAM TESTERS LICENSE

**COST:** \$10.00 Annually  
**CODE/ARM:** MCA Title 81, Chap. 22, ARM Title 32, Chap. 10

**LICENSE:** BOVINE SEMEN SHIPMENT PERMIT

**COST:** None  
**CODE/ARM:** MCA Title 81, Chap. 2, ARM Title 32, Chap. 3

**LICENSE:** BIOLOGIC SHIPMENT, MANUFACTURE OR SALE PERMIT

**COST:** None  
**CODE/ARM:** ARM Title 32, Chap. 3

**LICENSE:** BONE MEAL EXEMPTION PERMIT

**COST:** None  
**CODE ARM:** ARM Title 32, Chap. 6

**LICENSE:** ANIMAL IMPORTATION PERMIT

**COST:** None  
**CODE ARM:** ARM Title 32, Chap. 3

**LICENSE:** ANIMAL IMPORTATION HEALTH CERTIFICATE

**COST:** None

**CODE/ARM:** ARM Title 32, Chap. 3

**LICENSE:** BRUCELLOSIS VACCINATION CERTIFICATE

**COST:** None

**CODE/ARM:** Chapter III, Montana Sessions Laws of 1981

**LICENSE:** MILK DISTRIBUTOR'S PERMIT

**COST:** None

**CODE/ARM:** ARM Title 32, Chap. 8

#### **BRANDS-ENFORCEMENT DIVISION**

Scott Hart Building

301 Roberts

Helena, Montana 59620

(406) 449-2043

**LICENSE:** LIVESTOCK MARKET CERTIFICATE OF PUBLIC  
CONVENIENCE AND NECESSITY

**COST:** None

**CODE/ARM:** MCA Title 81, Chap. 8

Hearing before Board of Livestock is required.

**LICENSE:** LIVESTOCK BROKERS LICENSE  
LIVESTOCK DEALERS LICENSE

**COST:** \$50.00 Annually

**CODE/ARM:** MCA Title 81, Chap. 8

**LICENSE:** HIDE DEALERS OR BUYERS LICENSE

**COST:** \$5.00 Annually

**CODE/ARM:** MCA Title 81, Chap. 9

Must comply with departmental inspection requirements.

**LICENSE:** AERIAL HUNTING PERMIT (OF COYOTES)

**COST:** \$50.00 for three years

Proportionate amount for lesser time

**CODE/ARM:** MCA Title 81, Chap. 7; ARM Title 32, Chap. 22

Residency Required.

#### **DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION**

##### **CONSERVATION DISTRICTS DIVISION**

25 S. Ewing

Helena, Montana 59620

(406) 449-5640

**LICENSE:** 310 PERMIT

**COST:** None

**CODE/ARM:** MCA Title 75, Chap. 7; ARM Title 36, Chap. 6

Permit required for any physical alteration of a natural, perennially flowing stream.





**WATER RESOURCES DIVISION**

32 S. Ewing  
Helena, Montana 59620

(406) 449 2864

**LICENSE: FLOODPLAIN PERMIT**

**COST:** \$10.00

**CODE/ARM:** MCA Title 76, Chap. 5; ARM Title 36, Chap. 15

Permit required for artificial obstructions and nonconforming uses within a designated floodplain or floodway.

**LICENSE: BENEFICIAL WATER USE PERMIT**

**COST:** Variable, based on volume of water requested. Minimum is \$5 for an appropriation of less than 5 acre-feet per year. Maximum for appropriations over 50,000 acre-feet per year is \$550 for the first 50,000 acre-feet plus \$5 for each additional 1,000 acre-feet. \$5 for filing Notice of Completion of groundwater development.

**CODE/ARM:** MCA Title 85, Chap. 2; ARM Title 36, Chap. 12

Permit required before appropriation of water or construction of diversion, impoundment, withdrawal, or distribution works. An exception is made for appropriating groundwater outside a controlled groundwater area, where a permit is not required for a well or developed spring of less than 100 gallons per minute. Within 60 days of completion of such a well or developed spring, the appropriator must file a Notice of Completion with the Department. Not pertinent to small businesses using water from municipal systems.

**LICENSE: CHANGE, TRANSFER, OR SALE OF APPROPRIATION WATER RIGHT**

**COST:** \$15.00

**CODE/ARM:** MCA Title 85, Chap. 2; ARM Title 36, Chap. 12

Approval required for changing the place of diversion or place of use; severing all or any part of a right from the land; selling the right for other purposes or to other lands; or making the right appurtenant to other lands. Not pertinent to small businesses using water from municipal systems.

**LICENSE: WEATHER MODIFICATION LICENSE**

**COST:** \$10.00

**CODE/ARM:** MCA Title 85, Chap. 5; ARM Title 26, Chap. 20

License required for any person desiring to engage in weather modification activities.

**LICENSE: WEATHER MODIFICATION PERMIT**

**COST:** 1% of estimated cost of weather modification operation.

**CODE/ARM:** MCA Title 85, Chap. 5; ARM Title 26, Chap. 20

Permit required before any weather modification or control activity.

**LICENSE: LAKESHORE WORK PERMIT**

**COST:** \$10.00

**CODE/ARM:** MCA Title 75, Chap. 7

Permit required for any work that will alter the course, current, or cross-sectional area of a natural lake of at least 160 acres in size, or its lakeshore, if a local governing body has adopted lakeshore protection regulations.

PUBLIC SERVICE COMMISSION

TRANSPORTATION DIVISION

1227 11th Avenue  
Helena, Montana 59620

(406) 449 2549

**LICENSE: CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY**  
**COST:** \$100.00 1-5 counties  
\$200.00 6-25 counties  
\$300.00 25 counties to statewide  
**CODE ARM:** MCA Title 60, Chaps. 11 and 12, ARM 38.2.301 through  
38.3.3405

Certificate is required for the transportation of goods for hire. Burden or proof is on the applicant to prove that he is fit, willing and able to provide the service and that there is a public need for the service.

DEPARTMENT OF REVENUE

LIQUOR DIVISION

Mitchell Building, Room 375  
Helena, Montana 59620

(406) 449-2540

**LICENSE: BEER DISTRIBUTORS**  
**COST:** \$500.00 Annually plus fee for processing applications  
**CODE/ARM:** MCA Title 16, Chap. 4; ARM Title 42, Chap. 12

**LICENSE: WINE DISTRIBUTOR'S LICENSE**  
**COST:** \$400.00 Annually plus fee for processing applications  
**CODE/ARM:** MCA Title 16, Chap. 4; ARM Title 42, Chap. 12

**LICENSE: BEER/WINE RETAILER'S LICENSE**  
**COST:** On-Premises \$200.00 each, off-premises \$200.00 each annually  
plus fee for processing application  
**CODE/ARM:** MCA Title 16, Chap. 4, ARM Title 42, Chap. 12

**LICENSE: LIQUOR LICENSE**  
**COST:** From \$400.00 - \$800.00 annually by population plus  
\$20,000.00 original fee for cities with population over  
10,000. Nationally chartered veteran's organizations  
\$250.00 - \$650.00; railroads and airlines \$300, each  
special permit \$20.00 - \$30.00; resort \$2,000.00,  
catering endorsement - \$250.00 annually plus \$40 for  
each event.  
**CODE ARM:** MCA Title 16, Chap. 4, ARM Title 42, Chap. 12

MISCELLANEOUS TAX DIVISION

Mitchell Building, Room 321  
Helena, Montana 59620

(406) 449 2465

**LICENSE: PUBLIC CONTRACTOR'S LICENSE**  
**COST:** Class A \$200.00, Class B \$100.00, Class C \$10.00  
**CODE ARM:** MCA Title 15, Chap. 50, ARM Title 42, Chap. 31

**LICENSE:** STORE LICENSE  
**COST:** \$11.00 \$206.00 per year, per store by gross receipts  
\$43.50 for wholesale store  
**CODE/ARM:** MCA Title 15, Chap. 57; ARM None

**LICENSE:** CIGARETTE DEALER'S  
**COST:** \$5.00 to \$50.00 annually  
**CODE/ARM:** MCA Title 16, Chap. 11; ARM Title 42, Chap. 31

**MOTOR FUELS TAX DIVISION**

Airport Road  
Helena, Montana 59620 (406) 449-3474

**LICENSE:** DIESEL FUEL DEALER'S AND USER'S LICENSE  
**COST:** Variable Plus Surety Bond  
**CODE/ARM:** MCA Title 15, Chap. 70; ARM Title 42, Chap. 28

**LICENSE:** GASOLINE DEALER'S REFUND PERMITS  
**COST:** \$3.00; renewal \$3.00 every 3 years  
**CODE/ARM:** MCA Title 15, Chap. 70; ARM Title 42, Chap. 27

**LICENSE:** GASOLINE DISTRIBUTOR'S LICENSE  
**COST:** Required bond amount determined by Division when  
application filed  
**CODE/ARM:** MCA Title 15, Chap. 70; ARM Title 42, Chap. 27

**NATURAL RESOURCE AND CORPORATION TAX DIVISION**

Mitchell Building  
Helena, Montana 59620 (406) 449-2499

**LICENSE:** INDIVIDUALS WHO ENGAGE IN SELLING COAL AT  
RETAIL MUST NOTIFY THE DIVISION  
INDIVIDUALS WHO PRODUCE OR SELL CEMENT OR  
GYPSUM PRODUCTS MUST NOTIFY DIVISION FOR  
SPECIAL REPORTING AND LICENSE TAXES.  
**COST:** Variable  
**CODE/ARM:** MCA Title 15, Chaps. 58-59; ARM None

**INCOME TAX DIVISION**

Mitchell Building  
Helena, Montana 59620 (406) 449-2837

**LICENSE:** REGISTRATION OF EMPLOYER FOR INCOME TAX  
PURPOSES.  
**COST:** None  
**CODE/ARM:** MCA Title 15, Chap. 30; ARM Title 42, Chap. 17

SECRETARY OF STATE

**CORPORATIONS BUREAU**

State Capitol, Room 202  
Helena, Montana 59620

(406) 449-3665

**CERTIFICATE: REGISTRATION OF ASSUMED BUSINESS NAME**

COST \$15.00 Renewed after 5 years \$10.00  
CODE ARM MCA Title 30, Chap. 13

**CERTIFICATE: REGISTRATION OF TRADEMARK**

COST \$20.00 Renewed after 5 years - \$20.00  
CODE ARM: MCA Title 30, Chap. 13

**CERTIFICATE: CERTIFICATE OF LIMITED PARTNERSHIP**

COST: \$15.00  
CODE ARM: MCA Title 35, Chap. 12

**CERTIFICATE: ARTICLES OF INCORPORATION**

COST: \$15.00 plus license fee based on authorized shares  
CODE ARM: MCA Title 35, Chap. 1

Further forms will be required for any amended certificates.

**DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES**

**COMMUNITY SERVICES DIVISION**

111 Sanders  
Helena, Montana 59620

(406) 449-3865

**LICENSE: DAY CARE LICENSE – 13 OR MORE CHILDREN**

COST: None  
CODE ARM: MCA Title 53, Chap. 4, ARM Title 46, Chap. 5

**LICENSE: FOSTER CARE**

COST: None  
CODE ARM MCA Title 53, Chap. 5; ARM Title 46, Chap. 5

**LICENSE: CHILD CARE AGENCIES – FULL-TIME 13 OR MORE CHILDREN**

COST: None  
CODE ARM MCA Title 41, Chap. 3; ARM Title 46, Chap. 5

**LICENSE: GROUP HOMES**

COST: None  
CODE ARM MCA Title 53, Chaps. 4 and 20, ARM Title 46, Chap. 5

DEPARTMENT OF STATE LANDS

DIVISION OF FORESTRY

(406) 728-4300

LICENSE: PORTABLE SAWMILL LICENSE  
COST: \$2.00  
CODE/ARM: MCA Title 76, Chap. 13

DEPARTMENTS OR AGENCIES EXEMPT  
FROM LICENSING CENTER:

STATE AUDITOR

COMMISSIONER OF INSURANCE

DEPARTMENT OF COMMERCE –  
PROFESSIONAL AND OCCUPATIONAL LICENSING DIVISION

LEGISLATURE –  
ENVIRONMENTAL QUALITY COUNCIL

DEPARTMENT OF AGRICULTURE

# RETAIL BUSINESS TYPES

## I. FOOD STORES

### GROCERY STORE

- A. Store License**  
Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 - \$206.00 Annual Per Store  
MCA Title 15, Chap. 57, - ARM None
- B. Beer Distributors License**  
Department of Revenue, Liquor Division, (406) 449-2540  
\$200.00 Annual + Fee for Processing Applications  
MCA Title 16, Chap. 4; ARM Title 42, Chap. 12
- C. Wine Retailer's License**  
Department of Revenue, Liquor Division, (406) 449-2540  
\$200.00 Annual + Fee for Processing Applications  
MCA Title 16-4-105; ARM Title 42, Chap. 12
- D. Cigarette Dealer**  
Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$5.00 Annual  
MCA Title 16, Chap. 11; ARM Title 42, Chap. 31
- E. Food Purveyor License**  
Department of Health, Food & Consumer Safety Bureau, (406) 449-2408  
\$20.00 Annual  
MCA Title 50, Chap. 50; ARM Title 16, Chap. 10
- F. Egg Dealers License**  
Department of Livestock, (406) 449-2043  
\$5.00 Annually  
MCA Title 81, Chap. 20  
Required if selling over 25 cases of eggs per month.
- G. Weighing Device License**  
Department of Commerce, Bureau of Weights and Measures, (406) 449-3163  
Variable  
MCA Title 30, Chap. 12

#### Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

#### Other Considerations, If Appropriate

Secretary of State - Assumed Business Name, Partnership, Corporation  
Local Government Agencies - City & County

See Page 53 For Addresses and Phone Numbers

### MEAT MARKET

- A. Store License**  
Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 - \$206.00 Annual Per Store  
MCA Title 15, Chap. 57, ARM None

- B. Food Purveyor License**  
 Department of Health, Food & Consumer Safety Bureau, (406) 449-2408  
 \$20.00 Annual  
 MCA Title 50, Chap. 50, ARM Title 16, Chap. 10
  
- C. Butchers License**  
 Department of Livestock, (406) 449-2043  
 Butcher - \$5.00 Annually to County Treasurer  
 Meat Peddler - \$100.00 Annually to County Treasurer  
 MCA Title 81, Chap. 9
  
- D. Weighing Device License**  
 Department of Commerce, Bureau of Weights and Measures, (406) 449-3163  
 Variable  
 MCA Title 30, Chap. 12

**Basic Licensing Requirements if Employees Are To be Hired:**

Employer I.D. Number, IRS  
 Withholding Tax Registration, Department of Revenue  
 Employer Registration For Unemployment Insurance, Labor & Industries  
 Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
 Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

**FRUIT & VEGETABLE STORE**

- A. Store License**  
 Department of Revenue, Misc. Tax Division, (406) 449-2465  
 \$11.00 - \$206.00 Annual Per Store  
 MCA Title 15, Chap. 57, ARM None
  
- B. Food Purveyor License**  
 Department of Health, Food & Consumer Safety Bureau, (406) 449-2408  
 \$20.00 Annual  
 MCA Title 50, Chap. 50; ARM Title 16, Chap. 10
  
- C. Weighing Device License**  
 Department of Commerce, Bureau of Weights and Measures, (406) 449-3163  
 Variable  
 MCA Title 30, Chap. 12

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
 Withholding Tax Registration, Department of Revenue  
 Employer Registration For Unemployment Insurance, Labor & Industries  
 Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
 Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

**DAIRY PRODUCTS**

- A. Store License**  
 Department of Revenue, Misc. Tax Division, (406) 449-2465  
 \$11.00 - \$206.00 Annual Per Store  
 MCA Title 15, Chap. 57, ARM None

- B. **Food Purveyor License**  
 Department of Health, Food & Consumer Safety Bureau, (406) 449-2408  
 \$20.00 Annual  
 MCA Title 50, Chap. 50, ARM Title 16, Chap. 10
  
- C. **Manufactured Dairy Products Plant License**  
 Department of Livestock, (406) 449-2043  
 \$50.00 Annually  
 MCA Title 81, Chap. 22, ARM Title 32, Chap. 9

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
 Withholding Tax Registration, Department of Revenue  
 Employer Registration For Unemployment Insurance, Labor & Industries  
 Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State Assumed Business Name, Partnership, Corporation  
 Local Government Agencies City & County

See Page 53 For Addresses and Phone Numbers

**BAKERY**

- A. **Store License**  
 Department of Revenue, Misc. Tax Division, (406) 449-2465  
 \$11.00 - \$206.00 Annual Per Store  
 MCA Title 15, Chap. 57, ARM None
  
- B. **Food Purveyor License**  
 Department of Health, Food & Consumer Safety Bureau, (406) 449-2408  
 \$20.00 Annual  
 Title 50, Chap. 50, ARM Title 16, Chap. 10

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
 Withholding Tax Registration, Department of Revenue  
 Employer Registration For Unemployment Insurance, Labor & Industries  
 Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State Assumed Business Name, Partnership, Corporation  
 Local Government Agencies. City & County

See Page 53 For Addresses and Phone Numbers

**MEAT AND FISH MARKETS**

- A. **Store License**  
 Department of Revenue, Misc. Tax Division, (406) 449-2465  
 \$11.00 - \$206.00 Annual Per Store  
 MCA Title 15, Chap. 57, ARM None
  
- B. **Food Purveyor License**  
 Department of Health, Food & Consumer Safety, (406) 449-2408  
 \$20.00 Annual  
 MCA Title 50, Chap. 50, ARM Title 16, Chap. 10
  
- C. **Butchers License**  
 Department of Livestock, (406) 449-2043  
 Butcher \$5 00 Annually to County Treasurer  
 Meat Peddler \$100.00 Annually to County Treasurer  
 MCA Title 81, Chap. 9



**D. Weighing Device License**

Department of Commerce, Bureau of Weights and Measures, (406) 449 3163  
Variable  
MCA Title 30, Chap. 12

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

**CANDY, NUT AND CONFECTIONARY STORES**

**A. Store License**

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 - \$206.00 Annual Per Store  
MCA Title 15, Chap. 57, ARM None

**B. Food Purveyor License**

Department of Health, Food & Consumer Safety, (406) 449-2408  
\$20.00 Annual  
MCA Title 50, Chap. 50, ARM Title 16, Chap. 10

**C. Weighing Device License**

Department of Commerce, Bureau of Weights and Measures, (406) 449-3163  
Variable  
MCA Title 30, Chap. 12

**Basic Licensing Requirements if Employees Are To be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

**MISCELLANEOUS FOOD STORES**

**A. Store License**

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 - \$206.00 Annual Per Store  
MCA Title 15, Chap. 57, ARM None

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

## II. BUILDING MATERIALS & GARDEN SUPPLIES

### LUMBER AND OTHER BUILDING SUPPLIES

#### A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 - \$206.00 Annual Per Store  
MCA Title 15, Chap. 57, ARM None

#### B. Weighing Device License

Department of Commerce, Bureau of Weights and Measures (406) 449-3163  
Variable  
MCA Title 30, Chap. 12

#### Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

#### Other Considerations, If Appropriate:

Secretary of State Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

### PAINT, GLASS AND WALLPAPER STORES

#### A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 - \$206.00 Annual Per Store  
MCA Title 15, Chap. 57; ARM None

#### Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

#### Other Considerations, If Appropriate:

Secretary of State Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

### HARDWARE STORES

#### A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 - \$206.00 Annual Per Store  
MCA Title 15, Chap. 57, ARM None

#### B. Weighing Device License

Department of Commerce, Bureau of Weights and Measures, (406) 449-3163  
Variable  
MCA Title 30, Chap. 12

**Basic Licensing Requirements if Employees Are To Be Hired:**  
Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**  
Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

## **RETAIL NURSERIES AND GARDEN STORES**

### **A. Store License**

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 - \$206.00 Annual Per Store  
MCA Title 15, Chap. 57; ARM None

### **B. Weighing Device License**

Department of Commerce, Bureau of Weights and Measures, (406) 449-3163  
Variable  
MCA Title 30, Chap. 12

**Basic Licensing Requirements if Employees Are To Be Hired:**  
Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**  
Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

## **III. GENERAL MERCHANDISE STORES**

### **DEPARTMENT STORES**

#### **A. Store License**

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 - \$206.00 Annual Per Store  
MCA Title 15, Chap. 57; ARM None

**Basic Licensing Requirements if Employees Are To Be Hired:**  
Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**  
Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

### **VARIETY STORES**

#### **A. Store License**

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 - \$206.00 Annual Per Store  
MCA Title 15, Chap. 57; ARM None

Basic Licensing Requirements if Employees Are To Be Hired  
Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries  
Other Considerations, If Appropriate  
Secretary of State Assumed Business Name, Partnership, Corporation  
Local Government Agencies City & County  
See Page 53 For Addresses and Phone Numbers

## MISCELLANEOUS GENERAL MERCHANDISE STORES

### A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 - \$206.00 Annual Per Store  
MCA Title 15, Chap. 57; ARM None

Basic Licensing Requirements if Employees Are To be Hired:  
Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries  
Other Considerations, If Appropriate:  
Secretary of State Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County  
See Page 53 For Addresses and Phone Numbers

## IV. AUTOMOTIVE DEALERS & SERVICE STATIONS

### NEW AND USED CAR DEALERS

#### A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 - \$206.00 Annual Per Store  
MCA Title 15, Chap. 57; ARM None

#### B. New Car Dealers License

Department of Justice, Registrar's Bureau, (406) 846-1424  
\$25.00 Per set of Dealer Plates  
\$5.00 Bonding Filing Fee  
\$5,000.00 Performance Bond  
MCA Title 61, Chap. 4

#### C. Used Car Dealers License

Department of Justice, Registrar's Bureau, (406) 846-1424  
\$300.00 Initial Fee for First Year  
\$25.00 Per Set of Dealer Plates  
\$5.00 Bonding/Filing Fee  
\$5,000.00 Performance Bond  
MCA Title 61, Chap. 4

Basic Licensing Requirements if Employees Are To Be Hired  
Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries  
Other Considerations, If Appropriate  
Secretary of State Assumed Business Name, Partnership, Corporation  
Local Government Agencies City & County  
See Page 53 For Addresses and Phone Numbers

## USED CAR DEALERS

### A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 - \$206.00 Annual Per Store  
MCA Title 15, Chap. 57; ARM None

### B. Used Car Dealers License

Department of Justice, Registrar's Bureau, (406) 846-1424  
\$300.00 Initial Fee for First Year  
\$25.00 Per Set of Dealer Plates  
\$5.00 Bonding/Filing Fee  
\$5,000.00 Performance Bond  
MCA Title 61, Chap. 4

#### Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

#### Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

## AUTO AND HOME SUPPLY STORES

### A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 - \$206.00 Annual Per Store  
MCA Title 15, Chap. 57; ARM None

#### Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

#### Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

## GASOLINE SERVICE STATIONS

### A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 -- \$206.00 Annual Per Store  
MCA Title 15, Chap. 57; ARM None

### B. Petroleum Dealer's License

Department of Commerce, Bureau of Weights & Measurers, (406) 449-3163  
\$3.00 - \$20.00 Annual  
MCA Title 82, Chap. 15

#### Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

#### Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

## BOAT DEALER'S

### A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annual Per Store  
MCA Title 15, Chap. 57; ARM None

#### Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

#### Other Considerations, If Appropriate:

Secretary of State Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

## RECREATION & UTILITY TRAILER DEALER'S

### A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annual Per Store  
MCA Title 15, Chap. 57; ARM None

### B. Recreational Vehicle Dealers License

Department of Justice, Registrar's Bureau, (406) 846-1424  
\$25.00 Per Set of Dealer Plates  
\$5.00 Bonding/filing fee  
\$5,000.00 Performance Bond  
MCA Title 61, Chap. 4

#### Basic Licensing Requirements if Employees Are To be Hired:

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

#### Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

## MOTORCYCLE DEALER'S

### A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annual Per Store  
MCA Title 15, Chap. 57, ARM None

### B. Motorcycle Dealers License

Department of Justice, Registrar's Bureau, (406) 846-1424  
\$45.00 Per Set of Dealer Plates  
\$5.00 Filing Bonding Fee  
\$5,000.00 Performance Bond  
MCA Title 61, Chap. 4

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

**AUTOMOTIVE DEALERS, NEC.**

**A. Store License**

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annual Per Store  
MCA Title 15, Chap. 57; ARM None

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

**V. APPAREL & ACCESSORY STORES**

**MEN'S & BOY'S CLOTHING AND FURNISHING**

**A. Store License**

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annual Per Store  
MCA Title 15, Chap. 57; ARM None

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

**WOMEN'S CLOTHING ACCESSORY & SPECIAL STORES**

**A. Store License**

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annual Per Store  
MCA Title 15, Chap. 57; ARM None

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

**CHILDREN'S & INFANT'S WEAR STORES**

**A. Store License**

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annual Per Store  
MCA Title 15, Chap. 57; ARM None

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

**FAMILY CLOTHING STORE**

**A. Store License**

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annual Per Store  
MCA Title 15, Chap. 50; ARM None

**Basic Licensing Requirements if Employees Are To be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

**FURRIER'S & FUR SHOPS**

**A. Store License**

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annual Per Store  
MCA Title 15, Chap. 50, ARM None

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers



## MISCELLANEOUS APPAREL & ACCESSORIES

### A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annual Per Store  
MCA Title 15, Chap. 57; ARM None

#### Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

#### Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

## VI. FURNITURE & HOME FURNISHING STORES

### FURNITURE AND HOME FURNISHING STORES:

#### Furniture Stores

#### Floor Covering Stores

#### Drapery and Upholstery Stores

#### Miscellaneous Home Furnishing Stores

### A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annual Per Store  
MCA Title 15, Chap. 57; ARM None

#### Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

#### Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

### HOUSEHOLD APPLIANCE STORES

### A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annual Per Store  
MCA Title 15, Chap. 57; ARM None

#### Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

#### Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

## RADIO, TELEVISION & MUSIC STORES

### Radio and Television Stores Music Stores

#### A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annual Per Store  
MCA Title 15, Chap. 57; ARM None

#### Basic Licensing Requirements if Employees Are To Be Hired

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

#### Other Considerations, If Appropriate

Secretary of State Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

## VII. EATING AND DRINKING PLACES

### EATING PLACES

#### A. Food Purveyor License

Department of Health, Food & Consumer Safety Bureau, (406) 449-2408  
\$20.00 Annually  
MCA Title 50, Chap. 50; ARM Title 16, Chap. 10

#### Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

#### Other Considerations, If Appropriate

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

*NOTE:* If any candy, gum, snacks, etc., are sold, a store license is also required.

### EATING PLACES – BEER ONLY

#### A. Food Purveyor License

Department of Health, Food & Consumer Safety Bureau, (406) 449-2408  
\$20.00 Annual  
MCA Title 50, Chap. 50, ARM Title 16, Chap. 10

#### B. Beer Distributors License

Department of Revenue, Liquor Division, (406) 449 2540  
\$500.00 Annual + Fee For Processing  
MCA Title 16, Chap. 4, ARM Title 42, Chap. 12

**Basic Licensing Requirements if Employees Are To Be Hired**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

*NOTE:* If any candy, gum, snacks, etc., are sold, a store license is also required

**EATING PLACES – BEER AND WINE ONLY**

**A. Food Purveyor License**

Department of Health, Food & Consumer Safety Bureau, (406) 492-2108  
\$20.00 Annual  
MCA Title 50, Chap. 50; ARM Title 16, Chap. 10

**B. Beer/Wine Retailer's License**

Department of Revenue, Liquor Division, (406) 449-2540  
\$200.00 Each Annual + Fee For Processing  
MCA Title 16, Chap. 4; ARM Title 42, Chap. 12

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

*NOTE:* If any candy, gum, snacks, etc., are sold, a store license is also required.

**DRINKING PLACES**

**FULL-BAR SERVICE**

**A. Food Purveyor License**

Department of Health, Food & Consumer Safety Bureau, (406) 449-2408  
\$20.00 Annual  
MCA Title 50, Chap. 50, ARM Title 16, Chap. 10

**B. All-Beverage License**

Department of Revenue, Liquor Division, (406) 449-2540  
\$400-\$800 Annual – Depending on Population Plus 1-time  
\$20,000 For Population Over 10,000  
MCA Title 16, Chap. 4, ARM Title 42, Chap. 12

**Basic Licensing Requirements if Employees Are To be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

*NOTE:* If any candy, gum, snacks, etc., are sold, a store license is also required

## BEER AND WINE ONLY

- A. **Beer Distributor's License**  
Department of Revenue, Liquor Division, (406) 449-2540  
\$500.00 Annual + Fee For Processing  
MCA Title 16, Chap. 4; ARM Title 42, Chap. 12
- B. **Beer/Wine Retailer's License**  
Department of Revenue, Liquor Division, (406) 449-2540  
\$200.00 Each Annual + Fee For Processing  
MCA Title 16, Chap. 4, ARM Title 42, Chap. 12
- C. **Food Purveyor's License**  
Department of Health, Food & Consumer Safety Bureau, (406) 449-2408  
\$20.00 Annual  
MCA Title 50, Chap. 50, ARM Title 16, Chap. 10

### Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

### Other Considerations, If Appropriate:

Secretary of State Assumed Business Name, Partnership, Corporation  
Local Government Agencies City & County

See Page 53 For Addresses and Phone Numbers

*NOTE:* If any candy, gum, snacks, etc., are sold, a store license is also required.

## VIII. MISCELLANEOUS RETAIL

### DRUG STORES AND PROPRIETARY STORES

- A. **Store License**  
Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annual  
MCA Title 15, Chap. 50; ARM None
- B. **Registration for Dispensing Drugs**  
Department of Commerce, Professional & Occupational Licensing, (406) 449-3737  
None  
MCA Title 50, Chap. 32  
For Licensed Pharmacists Only

### Basic Licensing Requirements if Employees Are To Be Hired

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

### Other Considerations, If Appropriate

Secretary of State Assumed Business Name, Partnership, Corporation  
Local Government Agencies City & County

See Page 53 For Addresses and Phone Numbers

## LIQUOR STORES

### A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annual  
MCA Title 15, Chap. 50; ARM None

### B. All-Beverage License

Department of Revenue, Liquor Division, (406) 449-2540  
\$400 - \$800 Annual – Depending on Population Plus 1 time  
\$20,000 For Population Over 10,000  
MCA Title 16, Chap. 4, ARM Title 42, Chap. 12

#### Basic Licensing Requirements if Employees Are To be Hired.

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

#### Other Considerations, If Appropriate:

Secretary of State. Assumed Business Name, Partnership, Corporation  
Local Government Agencies City & County

See Page 53 For Addresses and Phone Numbers

## USED MERCHANDISE STORES

### A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 - \$206.00 Annual  
MCA Title 15, Chap. 57; ARM None

#### Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

#### Other Considerations, If Appropriate

Secretary of State. Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

## MISCELLANEOUS SHOPPING GOODS STORES INCLUDING:

Sporting Goods and Bicycle Stores

Book Stores

Stationary Stores

Jewelry Stores

Hobby, Toy and Game Stores

Camera and Photographic Supply Stores

Gift, Novelty and Souvenir Shops

Luggage and Leathergood Stores

Sewing, Needlework and Piece Good Stores

### A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annual  
MCA Title 15, Chap. 57; ARM None

**Basic Licensing Requirements if Employees Are To Be Hired**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate**

Secretary of State Assumed Business Name, Partnership, Corporation  
Local Government Agencies City & County

See Page 53 For Addresses and Phone Numbers

**NON-STORE RETAILERS INCLUDING:**

Mail Order Houses  
Merchandising Machine Operators  
Direct Selling Organizations

None

**FUEL AND ICE DEALER'S**

**LIQUIFIED PETROLEUM DEALERS**

**A. Store License**

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annual  
MCA Title 15, Chap. 50. ARM None

**B. Petroleum Dealer's License**

Department of Commerce, Bureau of Weights & Measurers, (406) 449-3163  
\$3.00 – \$20.00 Annual  
MCA Title 82, Chap. 15

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate**

Secretary of State Assumed Business Name, Partnership, Corporation  
Local Government Agencies City & County

See Page 53 For Addresses and Phone Numbers

**RETAIL STORES, NEC INCLUDING:**

Florists  
Cigar Stores and Newstands\*  
Misc. Retail Stores, Nec.

**A. Store License**

Department of Revenue, Misc. Tax Division, (406) 449 2465  
\$11.00 – \$206.00 Annual  
MCA Title 15, Chap. 50, ARM None

**\*B. Cigarette Dealer's License**

Department of Revenue, Misc. Tax Division, (406) 449 2540  
\$5.00 Annual  
MCA Title 16, Chap. 11, ARM Title 42, Chap. 31

**Basic Licensing Requirements if Employees Are To Be Hired.**

Employer I.D. Number, IRS

Withholding Tax Registration, Department of Revenue

Employer Registration For Unemployment Insurance, Labor & Industries

Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation

Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

# RETAIL SERVICES

## I. HOTEL AND OTHER LODGING PLACES

### HOTEL AND MOTELS AND TOURIST HOMES

- A. **Public Accommodation License**  
Department of Health, Food & Consumer Safety Bureau, (406) 449-2408  
\$20.00 Annual  
MCA Title 50, Chap. 51, ARM Title 16, Chap. 10
- B. **Food Purveyor License**  
Department of Health, Food & Consumer Safety Bureau, (406) 449-2408  
\$20.00 Annual  
MCA Title 50, Chap. 50; ARM Title 16, Chap. 10
- C. **Store License**  
Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annual  
MCA Title 15, Chap. 57
- D. **All Beverage License**  
Department of Revenue, Liquor Division, (406) 449-2540  
\$400.00 - \$800.00 Annually, \$20,000.00 One-time For Population over 10,000  
MCA Title 16, Chap. 4; ARM Title 42, Chap. 12

#### Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

#### Other Considerations, If Appropriate:

Secretary of State. Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

### ROOMING AND BOARDING HOUSES, RETIREMENT HOME

- A. **Public Accommodation License**  
Department of Health, Food & Consumer Safety Bureau, (406) 449-2408  
\$20.00 Annual  
MCA Title 50, Chap. 51, ARM Title 16, Chap. 10
- B. **Food Purveyor License**  
Department of Health, Food & Consumer Safety Bureau, (406) 449-2408  
\$20.00 Annual  
MCA Title 50, Chap. 50, ARM Title 16, Chap. 10 (2,3,4)

#### Basic Licensing Requirements if Employees Are To Be Hired

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

#### Other Considerations, If Appropriate

Secretary of State. Assumed Business Name. Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers



## CAMPS & TRAILER PARKS

### A. Tourist Campground and/or Trailer Court License

Department of Health, Food & Consumer Safety, (406) 442-2408

\$20.00 - Annual

MCA Title 50, Chap. 52; ARM Title 16, Chap. 10

#### Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS

Withholding Tax Registration, Department of Revenue

Employer Registration For Unemployment Insurance, Labor & Industries

Workers' Compensation Insurance, Labor & Industries

#### Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation

Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

## II. PERSONAL SERVICES

### LAUNDRY, CLEANING AND GARMET SERVICE

#### A. Licensed By County Treasurer

#### Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS

Withholding Tax Registration, Department of Revenue

Employer Registration For Unemployment Insurance, Labor & Industries

Workers' Compensation Insurance, Labor & Industries

#### Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation

Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

### PHOTOGRAPHIC STUDIOS, PORTRAIT

#### A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465

\$11.00 – \$206.00 Annually

MCA Title 15, Chap. 57; ARM None

#### Basic Licensing Requirements if Employees Are To be Hired:

Employer I.D. Number, IRS

Withholding Tax Registration, Department of Revenue

Employer Registration For Unemployment Insurance, Labor & Industries

Workers' Compensation Insurance, Labor & Industries

#### Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation

Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

### BEAUTY SHOPS

#### A. Cosmetologist License

Department of Commerce, Professional & Occupational Licensing, (406) 449-3737

Variable, Annually

MCA Title 37, Chap. 31

**B. Store License**

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annually  
MCA Title 15, Chap. 57

**Basic Licensing Requirements if Employees Are To Be Hired**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State Assumed Business Name, Partnership, Corporation  
Local Government Agencies City & County

See Page 53 For Addresses and Phone Numbers

**BARBER SHOPS**

**A. Barber License**

Department of Commerce, Professional & Occupational Licensing, (406) 449-3737  
Variable  
MCA Title 37, Chap. 31

**B. Store License**

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annually  
MCA Title 15, Chap. 57

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State Assumed Business Name, Partnership, Corporation  
Local Government Agencies City & County

See Page 53 For Addresses and Phone Numbers

**SHOE REPAIR AND HAT CLEANING**

**A. Store License**

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annually  
MCA Title 15, Chap. 57

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State Assumed Business Name, Partnership, Corporation  
Local Government Agencies City & County

See Page 53 For Addresses and Phone Numbers

**FUNERAL SERVICES**

**A. Mortician and Funeral Directors/License**

Department of Commerce, Professional & Occupational Licensing, (406) 449-3737  
Variable, Annually  
MCA Title 37, Chap. 19

Basic Licensing Requirements if Employees Are To Be Hired:  
Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

### III. BUSINESS SERVICES

#### ADVERTISING

Advertising Agencies

Outdoor Advertising Agencies

Advertising, Nec

**A. Store License**

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annually  
MCA Title 15, Chap. 57

**Basic Licensing Requirements if Employees Are To be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

#### BLUEPRINTING AND PHOTOCOPYING

**A. Store License**

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annually  
MCA Title 15, Chap. 57

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

#### COMMERCIAL PHOTOGRAPHY AND ART

**A. Store License**

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annually  
MCA Title 15, Chap. 57

**Basic Licensing Requirements if Employees Are To Be Hired**  
Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries  
**Other Considerations, If Appropriate**  
Secretary of State Assumed Business Name, Partnership, Corporation  
Local Government Agencies City & County  
See Page 53 For Addresses and Phone Numbers

## MAILING, REPRODUCTION & STENOGRAPHIC

### A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annually  
MCA Title 15, Chap. 57

**Basic Licensing Requirements if Employees Are To Be Hired:**  
Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries  
**Other Considerations, If Appropriate:**  
Secretary of State Assumed Business Name, Partnership, Corporation  
Local Government Agencies City & County  
See Page 53 For Addresses and Phone Numbers

## PERSONNEL SUPPLY

**Employment Agencies**  
**Temporary Help Supply Services**

### A. Private Employment Agency License

Department of Labor & Industry, Labor Standards Division, (406) 449-5600  
\$100.00 plus \$2,000.00 Surety Bond  
MCA Title 39, Chap. 5; ARM Title 24, Chap. 19

**Basic Licensing Requirements if Employees Are To Be Hired:**  
Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries  
**Other Considerations, If Appropriate:**  
Secretary of State Assumed Business Name, Partnership, Corporation  
Local Government Agencies City & County  
See Page 53 For Addresses and Phone Numbers

## DETECTIVE AND PROTECTIVE AGENCIES

### A. Private Investigator License

Department of Commerce, Professional & Occupational Licensing, (406) 449-3737  
\$25.00 Original, Annual Renewal  
MCA Title 37, Chap. 60

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

**PHOTOFINISHING LABORATORIES**

**A. Store License**

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annual  
MCA Title 15, Chap. 57

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

**V. MISCELLANEOUS REPAIR SERVICES**

**ELECTRIC REPAIR SHOPS**

**Radio and Television Repair**  
**Refrigeration Service and Repair**  
**Electrical Repair Shops, Nec.**

**A. Electricians Licence**

Department of Commerce, Professional & Occupational Licensing, (406) 449-373  
\$7.50 - \$50.00 Original, Annual Renewal  
MCA Title 37, Chap. 63

**B. Store License\***

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 – \$206.00 Annually  
MCA Title 15, Chap. 57

\*If any merchandise is sold.

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

## REUPHOLSTERY AND FURNITURE REPAIR

### A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 - \$206.00 Annually  
MCA Title 15, Chap. 57

#### Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

#### Other Considerations, If Appropriate:

Secretary of State Assumed Business Name, Partnership, Corporation  
Local Government Agencies City & County

See Page 53 For Addresses and Phone Numbers

## AUTOMOTIVE REPAIR SHOPS

### Top and Body Repair

### Tire Retreading and Repair

### General Automotive

### Automotive Repair, NEC

### A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 - \$206.00  
MCA Title 15, Chap. 57

#### Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

#### Other Considerations, If Appropriate:

Secretary of State Assumed Business Name, Partnership, Corporation  
Local Government Agencies City & County

See Page 53 For Addresses and Phone Numbers

## VI. MOTION PICTURES

### MOTION PICTURE THEATERS

#### Motion Picture Theaters

#### Drive-In Motion Pictures

### A. Store License

Department of Revenue, Misc. Tax Division, (406) 449-2465  
\$11.00 - \$206.00 Annual  
MCA Title 15, Chap. 57

### B. Food Purveyor's License

Department of Health, Food & Consumer Safety Bureau, (406) 449-2408  
\$20.00 Annual  
MCA Title 50, Chap. 50. ARM Title 16, Chap. 10

**Basic Licensing Requirements if Employees Are To Be Hired**  
Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

## **BOWLING AND BILLIARD ESTABLISHMENTS**

### **Billiard and Pool Establishments**

#### **Bowling Alleys**

##### **A. Store License\***

Department of Revenue, Misc. Tax Division, (406) 449-2465

\$11.00 – \$206.00 Annually

MCA Title 15, Chap. 57

\*If any merchandise is sold.

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

## **SPORTS CLUBS AND PROMOTERS**

##### **A. Store License\***

Department of Revenue, Misc. Tax Division, (406) 449-2465

\$11.00 – \$206.00 Annually

MCA Title 15, Chap. 57

\*If Any Merchandise is Sold.

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

## **RACING, INCLUDING TRACK OPERATIONS**

##### **A. Horse Racing License**

Department of Commerce, Professional & Occupational License, (406) 449-3734

Variable

MCA Title 23, Chap.

**B. Food Purveyor License\***

Department of Health, Food & Consumer Safety Bureau, (406) 449-2408

\$20.00 Annually

MCA Title 50, Chap. 50, ARM Title 16, Chap. 10

\*If Food is Sold.

**NOTE** Special Permit to Sell Beer is Usually obtained by Civic Organizations  
(See MCA Title 16, Chap. 4, Part 3)

**Basic Licensing Requirements if Employees Are To be Hired**

Employer I.D. Number, IRS

Withholding Tax Registration, Department of Revenue

Employer Registration For Unemployment Insurance, Labor & Industries

Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate.**

Secretary of State: Assumed Business Name, Partnership, Corporation

Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

**PUBLIC GOLF COURSES**

**A. Store License\***

Department of Revenue, Misc. Tax Division, (406) 449-2465

\$11.00 – \$206.00 Annual

MCA Title 15, Chap. 57

\* If Any Equipment is Sold.

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS

Withholding Tax Registration, Department of Revenue

Employer Registration For Unemployment Insurance, Labor & Industries

Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation

Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

**MISCELLANEOUS AMUSEMENT, RECREATIONAL SERVICES**

**Membership Sports & Recreation Clubs**

**Amusement & Recreation, NEC**

**A. Store License\***

Department of Revenue, Misc. Tax Division, (406) 449-2465

\$11.00 – \$206.00 Annual

MCA Title 15, Chap. 57

**B. Swimming Pool or Area Approval**

Department of Health, Food & Consumer Safety Bureau, (406) 449-2408

None

MCA Title 50, Chap. 53, ARM Title 16, Chap. 10

\*If Any Equipment is Sold.



**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

## VIII. HEALTH SERVICES

### PHYSICIANS' OFFICES

**A. Medical Doctor's License**

Department of Commerce, Professional & Occupational Licensing, (406) 449-3733  
\$100.00 Original, Annual Renewal  
MCA Title 37, Chap. 3

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

### DENTISTS' OFFICES

**A. Dentist License**

Department of Commerce, Professional & Occupational Licensing, (406) 449-3733  
\$20.00 Original, Annual Renewal  
MCA Title 37, Chap. 4

**B. Dental Hygienist License**

Department of Commerce, Professional & Occupational Licensing, (406) 449-3733  
\$15.00 Original, Annual Renewal  
MCA Title 37, Chap. 4

**Basic Licensing Requirements if Employees Are To be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

### OTHER HEALTH PRACTITIONERS

### OSTEOPATHIC PHYSICIANS' OFFICES

**A. Osteopathic Physician License**

Department of Commerce, Professional & Occupational Licensing, (406) 449-3733  
\$20.00 Original, Annual Renewal  
MCA Title 37, Chap. 5

## CHIROPRACTORS' OFFICES

### A. Chiropractor License

Department of Commerce, Professional & Occupational Licensing, (406) 449-3737  
\$50.00 Original, Annual Renewal  
MCA Title 37, Chap. 12

## OPTOMETRISTS' OFFICES

### A. Optometrist License

Department of Commerce, Professional & Occupational Licensing, (406) 449-3737  
\$35.00 Original, Annual Renewal  
MCA Title 37, Chap. 10

### Basic Licensing Requirements if Employees Are To Be Hired:

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

### Other Considerations, If Appropriate:

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

## NURSING AND PROFESSIONAL CARE FACILITIES

### Skilled Nursing Care Facilities

### Nursing and Personal Care, Nec.

#### A. Nurse License

Department of Commerce, Professional & Occupational Licensing, (406) 449-3737  
\$35.00 Original, Annual Renewal  
MCA Title 37, Chap. 8

#### B. Nursing Home Administrators License

Department of Commerce, Professional & Occupational Licensing, (406) 449-3737  
\$100.00 Original, Annual Renewal  
MCA Title 37, Chap. 9

#### C. Certificate of Need\*

Department of Health, Hospital & Medical Facilities Division, (406) 449-3121  
None  
MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

\*Required prior to receiving Health Care Facility License

#### D. Hospital Related Facility License

Department of Health, Hospital & Medical Facilities Division, (406) 449-2037  
20 Beds or Less \$20.00  
21 Beds or More \$1.00 per bed  
MCA Title 50, Chap. 5, ARM Title 16, Chap. 32

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

**HOSPITALS**

**GENERAL MEDICAL & SURGICAL HOSPITALS**

**A. Hospital License**

Department of Health, Facilities Licensing & Certification Bureau, (406) 449-3121  
\$20.00 20 Beds or Less; 21 Beds or More - \$1.00 per bed  
MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

**B. Certificate of Need**

Department of Health, Health Planning & Resource Dev., (406) 449-2037  
None  
MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

**SPECIALTY HOSPITALS, EXCEPT – PSYCHIATRIC**

**A. Hospital Related Facility License**

Department of Health, Facilities Licensing & Certification Bureau, (406) 449-3121  
\$20.00 - 20 Beds or Less; 21 Beds or More - \$1.00 per bed  
MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

**B. Certificate of Need**

Department of Health, Health Planning & Resource Dev., (406) 449-2037  
None  
MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

**MEDICAL AND DENTAL LABORATORIES**

**MEDICAL LABORATORIES**

**A. Approval to do Pre-Marital or Pre-Natal Serological Tests**

Department of Health, Microbiology Laboratory Bureau, (406) 449-2462  
None  
MCA Title 40, Chap. 1; ARM Title 16, Chap. 38

**Basic Licensing Requirements if Employees Are To Be Hired**  
Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

## **OUTPATIENT CARE FACILITIES**

### **A. Certificate of Need**

Department of Health, Planning & Resource Dev., (406) 449-3121

None

MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

### **B. Hospital Related Facilities License**

Department of Health, Facilities Licensing & Certification Bur., (406) 449-2037

20 Beds or Less - \$20.00; 21 Beds or More - \$1.00 per bed

MCA Title 50, Chap. 5; ARM Title 16, Chap. 32

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

## **HEALTH & ALLIED SERVICES, NEC.**

### **A. Approval of Alcohol Treatment Services\***

Department of Institutions, Alcohol and Drug Abuse Division, (406) 449-2827

None

MCA Title 53, Chap. 24

\*If Applicable.

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate.**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

## **IX. LEGAL SERVICES**

### **ATTORNEYS**

#### **A. Attorney License**

Clerk of Supreme Court (406) 449 3858

\$25.00 Original Application, \$10.00 Annual

MCA Title 37, Chap. 61

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

**BUSINESS & SECRETARIAL SCHOOLS**

**A. Proprietary School License**

Department of Commerce, Consumer Affairs Unit, (406) 449-3163  
\$50.00 Original, \$25.00 Renewal plus \$10,000.00 Surety Bond  
MCA Title 20, Chap. 30, ARM Title 8, Chap. 3

**B. Proprietary School Agent Permit**

Department of Commerce, Consumer Affairs Unit, (406) 449-3163  
\$15.00 Plus \$1,000.00 Surety Bond  
MCA Title 20, Chap. 30; ARM Title 8, Chap. 3

**Basic Licensing Requirements if Employees Are To be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

**VOCATIONAL SCHOOLS**

**A. Proprietary School License**

Department of Commerce, Consumer Affairs Unit, (406) 449-3163  
\$50.00 Original, \$25.00 Renewal Plus \$10,000.00 Surety Bond  
MCA Title 20, Chap. 30; ARM Title 8, Chap. 3

**B. Proprietary School Agent Permit**

Department of Commerce, Consumer Affairs Unit, (406) 449-3163  
\$15.00 Plus \$1,000.00 Surety Bond  
MCA Title 20, Chap. 30; ARM Title 8, Chap. 3

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

**XI. SOCIAL SERVICES**

**INDIVIDUAL & FAMILY SERVICES**

**A. Day Care License**

Department of Social & Rehabilitation Services, Community Services Div.,  
(406) 449-3865

None

MCA Title 53, Chap. 4, ARM Title 46, Chap. 5

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS

Withholding Tax Registration, Department of Revenue

Employer Registration For Unemployment Insurance, Labor & Industries

Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate**

Secretary of State Assumed Business Name, Partnership, Corporation

Local Government Agencies City & County

See Page 53 For Addresses and Phone Numbers

**CHILD CARE SERVICES**

**A. Child Care Agency License**

Dept. of Social & Rehab. Services, Community Services Division, (406) 449-3865

None

MCA Title 41, Chap. 3; ARM Title 46, Chap. 5

**Basic Licensing Requirements if Employees Are To be Hired:**

Employer I.D. Number, IRS

Withholding Tax Registration, Department of Revenue

Employer Registration For Unemployment Insurance, Labor & Industries

Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State: Assumed Business Name, Partnership, Corporation

Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

**RESIDENTIAL CARE**

**A. Group Home License**

Department. of Social & Rehab. Services, Community Services Div., (406) 449-3865

None

MCA Title 53, Chap. 20; ARM Title 46, Chap. 5

**Basic Licensing Requirements if Employees Are To Be Hired:**

Employer I.D. Number, IRS

Withholding Tax Registration, Department of Revenue

Employer Registration For Unemployment Insurance, Labor & Industries

Workers' Compensation Insurance, Labor & Industries

**Other Considerations, If Appropriate:**

Secretary of State Assumed Business Name, Partnership, Corporation

Local Government Agencies: City & County

See Page 53 For Addresses and Phone Numbers

**SOCIAL SERVICES, NEC.**

**A. Adult Foster Care**

Dept. of Social & Rehab. Services, Community Services Division, (406) 449-3865

None

MCA Title 53, Chap. 5, ARM Title 46, Chap. 5

**Basic Licensing Requirements if Employees Are To Be Hired**  
Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries  
**Other Considerations, If Appropriate:**  
Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County  
See Page 53 For Addresses and Phone Numbers

## IVX. MISCELLANEOUS SERVICES

### ENGINEERING AND ARCHITECTURAL SERVICES

- A. **Engineer & Land Surveyor License**  
Department of Commerce, Professional & Occupational Licensing, (406) 449-3737  
Variable  
MCA Title 37, Chap. 67
  
- B. **Architect License**  
Department of Commerce, Professional & Occupational Licensing, (406) 449-3737  
\$20.00 Original, Annual Renewal  
MCA Title 37, Chap. 65

**Basic Licensing Requirements if Employees Are To Be Hired:**  
Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries  
**Other Considerations, If Appropriate:**  
Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County  
See Page 53 For Addresses and Phone Numbers

### ACCOUNTING, AUDITING & BOOKKEEPING

- A. **Public Accountant License**  
Department of Commerce, Professional & Occupational Licensing, (406) 449-3737  
\$15.00 Original, Annual Renewal  
MCA Title 37, Chap. 50

**Basic Licensing Requirements if Employees Are To Be Hired:**  
Employer I.D. Number, IRS  
Withholding Tax Registration, Department of Revenue  
Employer Registration For Unemployment Insurance, Labor & Industries  
Workers' Compensation Insurance, Labor & Industries  
**Other Considerations, If Appropriate:**  
Secretary of State: Assumed Business Name, Partnership, Corporation  
Local Government Agencies: City & County  
See Page 53 For Addresses and Phone Numbers

## OTHER REQUIREMENTS

### THE BASICS

If employees are hired for a new business, there are several basic requirements that must be fulfilled. These include obtaining a Federal Employer Identification Number and filing a State Withholding Tax Registration.

It will also be necessary to file an Employer Registration for Unemployment Insurance with the Department of Labor and Industry. Under this program, all employers are required to pay a tax on their payrolls at quarterly intervals. This tax is used to finance the payment of benefits to unemployed workers. The tax rate for a particular employer depends on the benefits charged against the employer's account.

It is also mandatory that employees be covered by Workers' Compensation Insurance, which provides compensation and medical benefits to employees injured on the job. Neither general liability nor health and accident insurance policies are substitutes for workers' compensation insurance. Employers may obtain coverage through certain private insurance companies or from the state-operated insurance program. Employers pay the insurance premiums based on a percentage of their employees' salaries. The law prohibits employers from deducting or obtaining any part of the premium from employees.

Any business that is operated under an assumed business name, as a partnership or corporation, should register with the Secretary of State. An assumed business name is defined as any name other than the full, true and correct name of the person operating the business.

Depending on the type of business you engage in, you may be subject to other federal, state and/or local government regulations. The Business Licensing Center will provide you with the information necessary to comply with these regulations.

On request, a Licensing Guide Sheet will be prepared for any business operation. It will indicate the licenses needed and the agencies to contact. Application forms will be provided for most licenses and basic registrations. See page 53 for a sample Licensing Guide Sheet.



LICENSING GUIDE SHEET

Montana Business Licensing Center  
Department of Commerce  
1424 Ninth Avenue  
Helena, Montana 59620  
406-449-3757

Date \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City & County \_\_\_\_\_  
Type of Business \_\_\_\_\_

BASIC LICENSING REQUIREMENTS IF EMPLOYEES ARE TO BE HIRED.  
(Forms Enclosed if Checked)

Employer I.D. Number (Form SS-4)  
Internal Revenue Service  
Federal Building  
Helena, Montana 59626  
Information: 406-443-2320 - for Helena  
residents only  
Toll Free: 800-332-2275  
(Also required if Partnership or  
Corporation is formed)

Employer Registration for Unemployment  
Insurance (Form UI-1)  
Dept. of Labor & Industry, UI Division  
Employment Security Building  
Helena, Montana 59620  
406-449-3834

Withholding Tax Registration (Form ER-1)  
Department of Revenue  
Withholding Tax Section  
Mitchell Building  
Helena, Montana 59620  
406-449-3478

Workers' Compensation Insurance  
Dept. of Labor & Industry, Workers  
Compensation Division  
815 Front Street  
Helena, Montana 59620  
State Fund: 406-449-3432  
Plan I & II: 406-449-3721

SPECIAL STATE REQUIREMENTS FOR YOUR BUSINESS ACTIVITY:

Type of License \_\_\_\_\_  
Department \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Cost \_\_\_\_\_

Type of License \_\_\_\_\_  
Department \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Cost \_\_\_\_\_

\* \* \* \* \*

If your business is operated under an assumed business name, as a partnership or corporation, you should contact:

Secretary of State  
State Capitol  
Helena, Montana 59620  
406-449-3665

LOCAL GOVERNMENT AGENCIES TO CONTACT:

County: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Every effort has been made to be accurate and comprehensive. However, this is not a legal document and should not be relied on exclusively to determine legal responsibilities.





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